

PROBATION

POLICY DESCRIPTION FORM

Department/Group: Probation/L&J Budget Code: AAA PRN

Title: Probation Detention Corrections Vacancy Positions Reinstatement

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 1,502,876	\$ 1,572,770
CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Clerk III	40,891
12.0	Probation Correction Officer	684,585
4.0	Probation Night Custody Officer	172,662
4.0	Probation Corrections Supervisor I	296,164
3.0	Probation Corrections Supervisor II	260,186
1.0	Secretary I	48,388
Services & Supplies		
Other (specify) _____		
Equipment		
FIXED ASSETS		
Item	Amount	
Reimbursements (specify) _____		
Total:	\$ 1,502,876	\$ 1,572,770
REVENUE (specify source)		
8296 Prop 172 ½% Sales Tax	164,138	164,138
8700 State - Realignment	43,705	43,705
9010 Federal Ranch/Camp Funding	12,792	12,792
Total:	\$ 220,635	\$ 220,635
LOCAL COST	\$ 1,282,241	\$ 1,352,135

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Policy Item #1 of 1 – Probation Detention Corrections Vacancy Positions Reinstatement

Clerk III, West Valley (Position #77216)

This position was approved as a part of the staffing for West Valley Juvenile Detention Center. It was filled, but the person recently left suddenly. This is lead clerical position that has to have the skills to fill in in a variety of posts in the institution, such as reception, staffing office, intake or the medical clinic. Even at full clerical staffing, West Valley is understaffed in clerical positions. In a 24/7 facility, shifts have to be filled. This vacancy has been filled using overtime.

Probation Corrections Officer (PCO) (Position #02414, 02432, 02445, 02450, 02452, 17039 and 70471 [Recurrent]) and Positions #77287, 77288, 77289, 77290 and 77291 [West Valley]

PCO positions are mandated by the State Board of Corrections at a ratio of 1 PCO for every 10 wards in custody from 6am to 10pm. These positions are needed to supervise the nearly 500 court wards in the detention and treatment programs operated by the department. (Central and West Valley J.D., Regional Youth Education Facility for Boys and Girls and Camp Heart Bar.) These vacancies represent shifts in the institutions that have to be filled in order to provide for safe and secure environment, supervise wards and minimize liability. Vacant shifts are currently being filled using overtime, which ultimately is more expensive to the County than filling regular positions. Recurrents are needed to fill in for regular employees who have emergency leave, illness, or other unplanned absence from work. They are also need for vacation and training relief.

These positions are a part of the approved staffing for the West Valley Juvenile Detention Center. They are held vacant in order to use the saved revenue on recurrent PCO's who fill in as needed. Filling these positions with regular employees and giving them a set shift in the institution would result in having too many people on duty at some times, and not enough at other times. Using the recurrents to fill in as needed not only provides for better staffing, it saves money in the process. Because of illness, emergency leave, medical situations that require immediate supervision off site at a hospital and other extraordinary situations, detention facilities cannot operate without recurrent help.

Probation Night Custody Officer (NCO) (Position #03950, 03952, 03963 and 04706)

The State Board of Corrections (BOC) mandates NCO's at a ratio of 1 to 20 court wards. They supervise wards in detention (Central and West Valley J.D.) and treatment (Regional Youth Education Facility and Camp Heart Bar) from 10pm to 6am. These vacancies represent shifts in the institutions that have to be filled. Failure to fill these position results in non-compliance with BOC requirements and overtime being paid to PCO's to fill the shifts. PCO's make more money than NCO's and when filling in for an NCO, they make it at the overtime rate.

Probation Corrections Supervisor I (Position #05398, 05405, 77253 and 77254)

PCS I's are the first line of supervision for PCO's and Night Custody Officers. They are responsible for their training, supervision and evaluation of these staff. With these positions filled, the staff to supervisor ratio would be 1 to 13. These are shift positions that work 24/7 and while vacant, the shifts must be filled via overtime.

Probation Corrections Supervisor II (Position #05400, 05407 and 73583)

These senior level supervisors manage the PCS I's and serve as the Watch Commander for the 24/7 institutions. As the lead supervisors, they are responsible for day-to-day operations, programming, staffing, new bookings, approval of certain disciplines for wards and security of the facility. These are 24/7 shift positions that have to be filled. Vacancies at this level generate overtime.

Secretary I, High Desert Juvenile Facility (Position #75057)

This position will play a key role in the implementation of the new High Desert Juvenile Detention Center. The staff person will support the Director II in compiling and maintaining records relating to construction and purchasing (for grant and other purposes), and assist with other issues involving the transitioning of staff and wards into the facility.

The Secretary 1 is also a position that requires confidentiality due to the nature or personnel and juvenile ward information that is handled in a Juvenile Detention Center. This person assists the management of the institution in day-to-day activities by ensuring that information/correspondence between the institution, administration and the State Board of Corrections is consistent. Additionally, this person performs duties and tasks integral to the daily operation and is trusted as such with a wide variety of confidential material.